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ABSTRACT

The State Employment and Training Commission (SETC) was charged with the responsibility of designing and helping to implement a unified work force readiness system for New Jersey. In 1991, the Unified State Plan for New Jersey's Workforce Readiness System addressed three key areas: lifelong learning, employers' human resource needs, and efficient information sharing. Some recommendations from the plan were implemented in each area: 22 tech prep projects were funded; WorkLink portfolios were implemented in a pilot site; a working group began development of a plan for apprenticeship programs expansion; the Business Resource Network was established to identify employers' human resource needs; use of the Automated Labor EXchange was expanded; a guide to occupational education and job training programs was published; and a directory of social support services was compiled. Standing committees, task forces, and work groups accomplished the following: development of the Governor's Coordination and Special Services Plan; establishment of an employment-oriented program for at-risk youth; creation of youth apprenticeship opportunities; and work on recommendations for creating a work force decision-making framework at the substate level and for ensuring the full participation of persons with disabilities. Other SETC activities included the following: Institute for Staff Development seminars, conferences, focus groups, and educational activities and support of the Workforce Development Partnership Program. (The 1992 chronology is appended.) (YLB)

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ED 364 720

Annual Report 1992

Jim Florio
Governor

John J. Heldrich
Chairman

NEW JERSEY
EMPLOYMENT & TRAINING COMMISSION

CE065251

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EMPLOYMENT & TRAINING COMMISSION

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New Jersey State Employment & Training Commission

Jim Florio
Governor

John J. Heldrich
Chairman

April 15, 1993

Honorable Jim Florio
Governor
State of New Jersey
State House - CN 001
Trenton, New Jersey 08625

Dear Governor Florio:

I am pleased to submit the second Annual Report of the State Employment and Training Commission. New Jersey has made great progress in moving to create a world-class workforce readiness system. While much still remains to be done, New Jersey has taken important steps in changing the way we prepare our people for the world of work.

With your acceptance of the Commission's *Unified State Plan for New Jersey's Workforce Readiness System*, we now have a set of principles and policies to guide our state into the next century. The implementation of the Plan's recommendations are proceeding with the cooperation of your Administration. As you know, neither New Jersey nor America can "win" in the global marketplace without a world class workforce and high performance work places.

As the Annual Report indicates, the Commission has undertaken a number of important projects and activities this past year. We are confident that the progress we have already made and intend to continue to make will have a significant positive impact on the economic future of New Jersey.

We look forward to working on the challenges that lay ahead in creating a globally competitive workforce and economy in New Jersey.

Sincerely,

John J. Heldrich
Chairman

Introduction

"New Jersey has made a straightforward commitment to workers and industry to bridge the 'skills gap.' We're acting now to keep jobs here and attract new jobs. That means investing in our people with education and training and upgrading to master new technology. Our aim is to keep business competitive and workers world class."

Governor Jim Florio

The State Employment and Training Commission (SETC) is charged with the responsibility of designing and helping to implement a unified workforce readiness system for New Jersey. Created in 1990 by the Governor and the Legislature, the SETC has undertaken an ambitious agenda designed to revitalize the way New Jersey educates its workforce. These activities include introducing a Workforce Readiness State Plan, formulating recommendations for at-risk youth, establishing a work group on persons with disabilities, producing a state-wide guide to occupational education, working to enhance local workforce readiness decision-making capacity, developing an evaluation and accountability system and educating the stakeholders in the workforce readiness system.

Members of the bi-partisan Commission are appointed by the Governor and drawn from the private and public sectors. Members include representatives from major corporations, small business, labor unions, social service agencies, community- based organizations and the general public. Six cabinet officers of the Departments of Commerce and Economic Development, Community Affairs, Education, Higher Education, Human Services and Labor serve as ex-officio members.

The diverse membership of the Commission helps to forge a vital link between government and business, labor and education communities, as well as the general public. By empowering the Commission to examine all aspects of the workforce readiness system, State government has established a genuine alliance whose purpose is to revitalize worker training in New Jersey.

The center of the Commission's philosophy holds that investment in worker

training will yield great returns in productivity, wages and by extension the quality of life. If America and New Jersey are to maintain and improve the standard of living of its citizens and the competitiveness of its businesses, it must make investment in the workforce as important a productivity tool as investing in plant and equipment. An economy that invests only in machines will create a "de-skilled" workforce unable to purchase the goods it produces or attain the quality of life it desires. It is clearly in the interest of business, labor and government to invest heavily in the education of the workforce.

Historically, the United States has not devoted the attention to worker education that it should. Other advanced industrial nations have long ago understood the importance of constructing an employment, training and education system that meets the demands of a high skill/high wage economy. In Europe and Japan public and private investment in the skill enhancement of the workforce are both greater and more sophisticated than in the United States. Apprenticeship and work-based education programs, for instance, abound among our global competitors while they are just beginning to receive attention in America. The efforts of the SETC to focus attention on these issues is reflected in the following principles which serve as the framework for all its recommendations.

- **A successful system must be consumer-based and market-driven and, therefore, relevant to the needs of the employer.**
  That is, institutions, agencies and private programs involved in employment, training and education must meet the needs of customers, while at the same time reflecting the demands of the labor market.

- The purpose of the workforce readiness system is to enhance our citizens' standard of living. While certain other outcomes may well result such as improved self-esteem for clients, **the true measures of success must be the duration of employment and the wages paid to the graduates of programs.**

- **Attainment of fundamental literacy and basic skills lies at the heart of the workforce readiness system.**

- **The changes in the demography of the workforce necessitate changes in the way we educate people.** Groups such as single parents, minorities, persons with disabilities, the economically disadvantaged, non-native English speakers and women re-entering the workforce must have programs that meet their needs. All segments of the system must learn to benefit from New Jersey's growing cultural diversity.

"The quality of the work force has an acute impact on industrial prosperity. The decline in the status of American industry is often directly correlated with the continual decline of overall academic performance of American students."

Policy and Planning Division
Assembly Majority Office

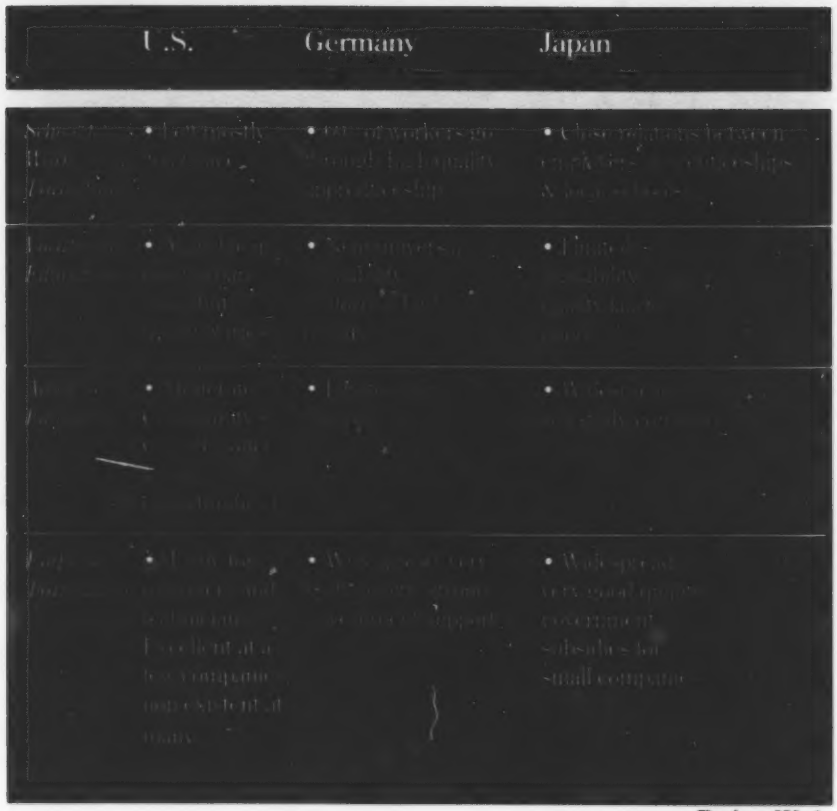
The State of Workforce Readiness

"To choose a more prosperous future we must improve productivity. ...this will require a major change in the way we organize our workplace, and a major investment in the skills of our people."

America's Choice: High Skills or Low Wages!
The Commission on the Skills of the American Workforce

The current recession has made it obvious to everyone that a burgeoning job market is necessary for the economic health of New Jersey and the nation. While it is likely that the natural forces of the business cycle will lead to a mild recovery, the SETC is mainly concerned with the shape of the economy of the future. Simply put, people need high paying jobs to enhance their quality of life and the only way of creating such jobs is to increase the productivity of workers. This happens in two ways: through the education of the workforce and the creation of high skill organizations of work. The former requires workers, students and those seeking employment to continuously acquire marketable skills over the course of their career. The latter requires business to create workplaces where high skill adds value to goods and services. Both of these changes will require an unprecedented collaboration among business, labor, government and education.

The mandate of the SETC is to help construct a workforce readiness system which will provide the workforce with the skills they need to enhance their productivity. In pursuit of this goal the SETC is working with business, labor, government and education, to implement a lifelong learning system which will meet the needs of both business and workers. In recommending workforce policies the SETC is seeking not simply to create new programs, but the reform of the entire workforce readiness system. The United States does not lack individual programs of excellence, what it lacks is a comprehensive job training system. The following chart, published in **BusinessWeek,** contrasting the job-training systems of the United States, Germany and Japan illustrates this point.



BusinessWeek,
Office of Technology Assessment

The major difference between the United States and our industrial competitors is the absence in the United States of a conscious workforce development strategy strongly linked to economic growth. The ultimate goal of the SETC is to create such a system where workforce readiness is an integral part of a growth economy.

"If America is to be competitive in the world economy, government must stand ready to encourage the private sector as a whole, to treat their workforce as their most precious asset. The overarching goal is not only more jobs for our citizens, but higher wage jobs, jobs that foster a higher standard of living."

Robert B. Reich, Secretary of Labor

The Work of the SETC

"High performance work is the key to winning in the new world economy."
John Sculley, Chairman and CEO, Apple Computer Inc.

Implementing the Unified State Plan

The enabling legislation for the State Employment and Training Commission states that its purpose "shall be to develop and assist in the implementation of a State employment and training policy with the goal of creating a coherent, integrated system of employment and training programs and services, which, in concert with the efforts of the private sector, will provide each citizen of the State with equal access to the learning opportunities needed to attain and maintain high levels of productivity and earning power." *A Unified State Plan for New Jersey's Workforce Readiness System*, developed by the SETC, provides the framework within which this goal can be achieved.

On March 18, 1992, Governor Florio accepted the *Unified State Plan for New Jersey's Workforce Readiness System* from Chairman Heldrich. The Plan was developed in 1991, under the direction of David Ford, Planning Committee Chair, with implementation begun in 1992. The Executive Branch Work Group, which consists of senior officials from the six State Departments represented on the Commission, played a major role in the development and implementation of the Plan, assuring a consistency in policy between the Plan and the Departments.

The Plan addresses three key areas:

- Lifelong learning;
- Employers human resource needs; and
- Efficient information sharing.

The Plan was not meant to establish a static system, but rather put into progress efforts that will grow and evolve as the workforce needs change. Some of the recommendations from the Plan that have been implemented and are in progress are summarized on the following pages.

Lifelong Learning

- The Departments of Education and Higher Education have increased the number of articulation agreements linking secondary and post-secondary institutions. Twenty-two Tech-Prep projects have been funded which include 77 occupational programs. The number of schools involved has increased from 75 to 150. The occupational areas include allied health, office systems, environmental technology, and engineering, among others.

- Eight "Teaching Essential Life Skills" programs were funded as part of a comprehensive career development program in the Department of Education. Coordination has begun to determine applicability of career develop ment guidelines to content standards.

- WorkLink portfolios, a system to provide students with the option to have specialized credentials that reflect the full range of skills they have learned, has been implemented in a pilot site, with phased implementation in 1993.

- Three Allied Health programs are to be funded throughout the State to link secondary schools with community colleges and the University of Medicine and Dentistry to provide students with the opportunity to learn both in school and on the job. A career ladder will be available to successful students in the allied health field.

- A working group comprised of representatives of the Departments of Community Affairs, Education, and Labor, with the State Apprenticeship coordinator, State Director of the United States Department of Labor's Bureau of Apprenticeship and Training, and the President of New Jersey Apprenticeship Coordinators, are developing a plan for apprenticeship programs expansion to be implemented in 1993.

- The Workforce Development Partnership Act was signed by Governor Florio on July 7, 1992. The Department of Labor is administering programs under the Act to retrain workers who need new skills to ensure their company is highly productive and competitive, and a voucher program to provide unemployed workers the opportunity to develop the skills needed in today's economy.

- As part of ongoing teacher and counselor in-service training, the New Jersey Occupational Information Coordinating Committee (NJOICC) and the Department of Education co-sponsored a series of career development teleconferences for teachers and counselors throughout 1992.

- The inclusion of competencies and foundations skills as requirements for high school graduation was recommended by the N. J. State Council on Vocational Education to the State Board of Education in October, 1992.

Employers' Human Resource Needs

- The Departments of Commerce and Economic Development, Education, Higher Education and Labor established the Business Resource Network to provide an early warning system to identify employers' human resource needs. Coordinators have been designated by each of the participating departments and institutions and an 800 number is available for employers to call.

- The Governor's Symposium on Workforce 2000: A Public/Private Partner ship was held on October 21, 1992. Four hundred employers attended the symposium at which the Business Resource Network was announced.

- The Workforce Investment Board Task Force continues to develop specific recommendations for creating Workforce Investment Boards. A white paper was issued in November, with public hearings held on December 3 and 9, 1992.

- The Department of Labor has expanded use of the Automated Labor EXchange (ALEX) by placing terminals in some vocational schools and community colleges, Rancocas Indian Reservation and the Ex-offender Association of Newark. Plans are underway to pilot use in public libraries and mall kiosks. The ALEX system allows individuals seeking employment to review job openings in New Jersey and nationally, including those of the federal government. A Request for Proposal is going out in January for AIRS (CIDS and ALEX) to be put in shopping centers.

Efficient Information Sharing

- **Future Work: A Guide to Occupational Education and Job Training Programs in New Jersey** was published September 16, 1992. Two thousand copies were printed and distributed to educational facilities, community-based organizations, governmental agencies and employment counselors.

- A directory of Social Support Services has been compiled and being readied for printing.

- The Office of Telecommunication and Information Systems conducted a feasibility study to create a computerized system on clients and employment opportunities for all workforce readiness agencies.

- Improvements are being made in the Department of Education's, data collection and NJOICC, to ensure that programs accurately reflect in form and content the requirements for a specified occupation and to identify the quality of secondary school and proprietary school completers' attributes.

Committees, Task Forces and Work Groups

To carry on its work, the SETC has established standing committees, task forces and work groups to assist in the development of specific workforce policies. The following describes the work of these bodies over the past year.

Planning Committee

David Ford, *Chair*
Staff: Suzanne Guibert, Elizabeth Garlatti, Frances Griffith

The Planning Committee is a permanent, standing body within the Commission, made up only of Commission members. Chaired by Commission member David Ford, the Committee is charged to develop and help implement a unified plan for an integrated workforce readiness system for the State.

The first project of the Planning Committee, completed in January, was the development of the Governor's Coordination and Special Services Plan (GCSSP) which established goals and coordination requirements for the Job Training Partnership Act (JTPA) Service Delivery Areas and the Employment Service. This document is required under the JTPA law for the State to receive funding. The employment and training plans developed by local JTPA service delivery areas, designed to address the goals of the GCSSP, were reviewed by the Committee and recommended to the full Commission for certification.

On March 18, 1992, the Governor formally accepted the *Unified State Plan for New Jersey's Workforce Readiness System* developed under the direction of the Planning Committee. This document has become the policy framework within which workforce readiness decisions are made across the State by all employment, training, and education agencies. Since that time, the Committee has been monitoring implementation of the Plan's policy recommendations.

The other major agenda item for the Planning Committee was collaboration with the Workforce Investment Board Task Force in the development of a workforce readiness decision-making framework at the substate level.

At-Risk Youth Task Force

Kathy Spivey, *Chair*
Staff: Henry Plotkin, Pat Cooper

The At-Risk Youth Task Force, chaired by Commission member Kathy Spivey, concluded that a generation of young people are facing under-employment or unemployment as a result of the increased skill demands required by the global economy. This report offers a broad set of recommendations to improve the way young people are prepared for the "world of work." The Task Force offered the following recommendations:

- Develop a comprehensive, employment-oriented program for at-risk youth that provides opportunities for career exploration, employment experiences, and a transition to the "world of work." This program must be available to both in-school and out-of-school youth.

- Create youth apprenticeship opportunities as described in the proposed "National Youth Apprenticeship Act of 1992." The first step in shaping a new national concept of youth apprenticeship is to develop a strategy for preserving the successful aspects of traditional apprenticeships while expanding those approaches identified within "youth apprenticeship."

- Develop a joint strategy between the Departments of Education and Higher Education to link cooperative education programs between secondary and post secondary institutions and to improve their quality.

- Expand summer work experiences for in-school youth through partnerships between businesses and the schools and programs such as structured training on the job site, job tryout and shadowing.

- Enhance and expand the Department of Higher Education's successful Pre-Collegiate Academic Program, College Bound.

- Expand and strengthen the School-Based Youth Services Program by enhancing the employment component including job tryout, community service work experience and job shadowing.

- Expand the New Jersey Youth Corps Program by including an explicit vocational education component while maintaining the current philosophy.

Workforce Investment Board Task Force

Nicholas DiMinni, *Chair*
Staff: Henry Plotkin, William Tracy, Frances Griffith

The purpose of the Workforce Investment Board (WIB) Task Force is to provide the SETC with recommendations for creating a workforce decision-making framework at the substate level. The SETC's *Unified State Plan for New Jersey's Workforce Readiness System* has called for the establishment of a substate entity that mirrors the integrative functions provided by the SETC at the State level. The Commission's policy objective is to design and help implement a *state-based and locally delivered* employment, training and education system which enables government, business, education and labor to provide New Jersey with a highly skilled workforce. The creation of WIBs is crucial to this effort.

The Task Force has agreed that WIBs must engage in a strategic planning process that parallels the one described in **Workforce Futures** which includes the following essential elements:

- A *vision* of what a workforce readiness system should be in the future;

- A *decision-making structure* to carry out strategic decisions;

- The *coordination* of programs across various functional areas and levels of government;
- *New program initiatives* to respond to unmet needs for services to workers and employers;
- Methods of *evaluating the performance* of all components of the human resources system to the State's vision; and
- The ability to engage in the process of *conflict resolution*, when necessary.

Final Task Force recommendations will be submitted to the SETC in the spring.

Work Group on Persons with Disabilities

Rita Mason, *Chair*
Staff: Patricia Cooper, William Tracy, Suzanne Guibert

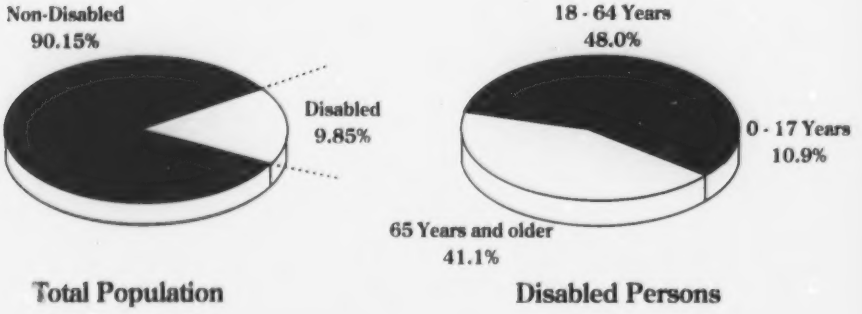
The 800,000 New Jersey residents identified as persons with disabilities underscores the importance of the work undertaken by this Work Group.

In April 1992, the Work Group on Persons with Disabilities held its first meeting. This Work Group, chaired by Commission member Rita Mason, has a mixture of consumers, advocates and service providers as well as public and private sector members.

The primary responsibility of the Work Group is to develop a consensus for recommendations and a framework to ensure the availability of full participation by persons with disabilities in the workforce readiness system as we prepare workers for high skill jobs. Linking them more closely with mainstream employment, training and education will increase and enhance options for employees and employers.

The final recommendations, to be completed by May, will address:

Disabled Population in New Jersey



- A Comprehensive Delivery System;
- Assessment of Resources; and
- Identification of Appropriate Services for an Expanding Population.

Occupational Education Task Force

David Crawford, *Chair*
Staff: Roger Emig, Richard Uberti, Pat Cooper

The Occupational Education Task Force, chaired by Dr. David Crawford, met six times in 1992. Since June, the meetings have been in joint session with the New Jersey State Council on Vocational Education.

Activities of the Task Force during the past year included:

- Maintaining periodic progress review of the recommendation in the Unified State Plan to provide a student option for work portfolios and employment-related skills competencies. A pilot project, *Worklink*, began this year in Middlesex and Somerset Counties through a grant from Johnson and Johnson to document students' work experiences.
- Designing the evaluation component of the Workforce Development Partnership Act. David Crawford is chairing this committee to develop a Request for Proposals. The Occupational Education Task Force will serve in 1993 as the clearinghouse for the Request for Proposals and has extended oversight to the process.
- Endorsement of the **At-Risk Youth Task Force Report** and recommendation of it to the SETC.
- Approval of interim guidelines on the *Criteria and Procedures for Approving Programs* under the Workforce Development Partnership Act and recommendation of the interim criteria to the SETC.
- Proposing accountability of vocational education programs based on an external assessment of student competencies at the conclusion of an occupational program. This certification will be industry-based and a gauge of program quality.

Collaborative Endeavors

"Rapid technological advances and global economic competition demand increased levels of skilled technical education preparation and readiness on the part of youths entering the workforce." **Carl D. Perkins Act**

State Council on Vocational Education

David Crawford, *Chair*
Staff: William Tracy, Richard Uberti

On July 1, 1991 the New Jersey State Council on Vocational Education (SCOVE) moved to a larger role on a different stage. In 1992, the first under the Carl D. Perkins Vocational and Applied Technology Education Act of 1990, the State Council joined the State Employment and Training Commission in the work of developing a coherent and integrated workforce readiness system for New Jersey.

The new Perkins Act expands the federal government's job-related education efforts, eliminates many of the fiscal constraints found in the former Act, and establishes an interdepartmental Task Force on Coordination of Vocational Education and Related Programs. The primary focus of the Act is the improvement of vocational programs to keep the United States competitive in a global economy. The addition of the phrase, "Applied Technology Education", to the title of the Act reflects this emphasis. The new law gives Councils new responsibilities in the area of state planning for vocational education.

The Perkins Act also funds a new Tech-Prep Education Program to provide planning and demonstration grants to consortia of local education agencies and post-secondary education institutions for the development and operation of 2 + 2 programs leading to an associate degree or two-year certificate. In the first program year, the number of articulation agreements (school-to-school transitions between high school and college occupational programs) in New Jersey doubled from 75 to 150.

On October 8, Dr. David Crawford, Commission member and SCOVE chair, began a dialogue with the State Board of Education on ways in which both panels can work together to improve vocational education in New Jersey. Dr. Crawford outlined nine new directions for vocational education which are:

- Use a single proposed definition for "Occupational Education."
- Involve business and industry in Comprehensive Career Education.
- Adopt a high school transcript like ***Worklink***, an "employer friendly" student record.
- Establish a system of program evaluation based on outcomes.
- Expand youth apprenticeship programs.
- Promote business/labor linkages that include apprenticeships.
- Build more bridges like "Tech-Prep" between schools and colleges that eliminate duplication of learning and reflect a continuum of learner development in specific program areas.
- Revise graduation requirements to reflect the SCANS competencies.
- Disseminate "tech-prep" programs on-line through NOTE, CIDS, ALEX and other computerized data bases.

The State Council held a public meeting on the future of vocational education in New Jersey on March 8, 1992 . Seventeen vocational education practitioners and one vocational student's parent spoke at the hearing. A recurring theme was the need for competency-based education and for work-based learning.

The State Council is charged to advise the Governor, the State Board of Education, the SETC, and the Secretaries of Education and Labor on ways to create greater incentives for joint planning and collaboration among vocational service providers, the private sector, and government. In fulfilling this mandate, NJ SCOVE prepared its fourth biennial evaluation of the adequacy, effectiveness, and coordination between vocational education and the JTPA. This report focused on the performance of both delivery systems during their two most recent program years.

State Council on Adult Education and Literacy

On October 29, 1992, Governor Jim Florio signed an Executive Order which established the State Council on Adult Education and Literacy, authorized by the federal Adult Education Act. The Council is mandated to make recommendations to the Governor about how to improve the level of literacy among adults in New Jersey. The Executive Order closely links the work of the Council with that of the SETC. First Lady Lucinda Florio and Professor Dorothy Strickland of Rutgers University will serve as co-chairs of the Council. Through cross membership and the use of common staff, the activities of the Council will be closely coordinated with the SETC. Membership will consist of distinguished citizens who have an expertise and interest in this important area. The Council will begin its work in early 1993.

Other SETC Activities

Institute for Staff Development

The purpose of the Institute for Staff Development, established by the legislation creating the SETC, is to enhance the competency of employment, training and education professionals. This is accomplished by Institute sponsorship of seminars, conferences, focus groups and other educational activities. During the year, the following programs were developed under the auspices of the Institute:

Focus Groups: Three regional sessions were held with Private Industry Council (PIC) Chairs, JTPA Directors and employment and training professional staff to identify opportunities, barriers, potential problems, staff training needs and required technical assistance for increasing collaboration in the workforce readiness system and for building stronger decision-making capabilities within PICs.

Workforce Readiness Forums: Three regional forums, co-sponsored with the New Jersey Association of Counties, were held during the spring. The purpose of these forums was to establish a dialogue with local elected officials, employers, educational leaders and workforce readiness professionals on how to create local workforce strategic planning and decision-making bodies which would model the role of the state level SETC.

Private Industry Council Training Program: Eight training sessions were held with PIC members, local employment and training practitioners in Camden, Monmouth, Ocean and Morris, Sussex and Warren Service Delivery Areas. The purpose of this program was to enhance the strategic planning and coordination capabilities of the PICs and local practitioners.

Workforce Readinesss System Presentations: Numerous presentations were made by SETC staff to local community organizations such as Kiwanis; task forces concerned with older workers and people with disabilities; business organizations such as chambers of commerce; associations such as the Council of Community Colleges and the Municipal Welfare Directors; professional

associations such as the International Association of Personnel in Employment Security and the American Association for Training and Development; governing bodies such as Community College Board of Trustees; statewide meetings such as the Black Issues Convention; education-related groups such as the Department of Education's Business, Industry and Education Task Force, the statewide co-operative education organizations, and literacy organizations.

Seminars: Three statewide seminars were held on topics of particular importance to the workforce readiness system -

- European Workforce Preparation: The German Marshall Fund of the United States presented an overview of European workforce development systems with specific emphasis on the German apprenticeship system;

- The American Workforce: A Vision for the Future: The SETC co-sponsored with the Jersey City Urban League and the U. S. Department of Labor a regional forum to discuss workplace basic skills and competencies (SCANS Report) with educators, training program operators, and community-based organization staff;

- Building Employment Competencies in the Workplace: A nationally known expert in building competency systems, a state-level education expert, and N. J. Department of Labor staff trained employment and training professionals in how to build a work-based employment competency system.

Consumer Empowerment

The SETC published its first edition of **Future Work: A Guide to Occupational Education and Job Training Programs in New Jersey**. The purpose of this Guide is to provide consumers with information that will help them make informed choices about employment, training, and education programs. It is the first publication of its kind in New Jersey.

Information about the availability, length, tuition cost, and location for adult and post-secondary programs offered by vocational and technical high schools, community colleges, and private vocational training schools is found in the publication. It also provides information on schools offering basic skills education programs and the location throughout the State of career guidance services.

Copies of the Guide were distributed to vocational and technical high schools, community colleges, community-based organizations, local and state government agencies, city libraries, small businesses, legislative offices and individual consumers. A second printing was needed because of the large number of requests for the Guide from the general public and other agencies not included in the original mailing.

Workforce Development Partnership Program

The Commission worked with the Administration, the Legislature, business, organized labor, and the Departments of Commerce and Economic Development, Education, Higher Education and Labor to ensure enactment of the Workforce Development Partnership Act in July 1992. This new State initiative creates a State administered training trust fund and amends the Unemployment Insurance law. The Department of Labor administers the program.

The goal of the Workforce Development Partnership Program is to insure that workers in New Jersey requiring additional skills have access to training and retraining opportunities. This may occur through their employers or through approved training institutions such as county colleges and trade schools. Specifically, the program offers career counseling, vocational and remedial education, tuition waivers and training grants to unemployment insurance claimants and recent exhaustees of unemployment insurance. The other major purpose of the Act is to provide customized training for employees of firms which are seeking to expand, remain competitive or locate in New Jersey.

This program builds upon the current infrastructures for employment, training and education programs which already exist in the State. The Department of Labor estimates that over $50 million will be generated for training purposes annually without any increase in taxes for employers or workers.

Evaluation

The Commission has a legislative responsibility through the Workforce Development Partnership Act to evaluate and report on the program annually. This process will result in short-term and long-term measures of success to be reported by the Commission to the Governor and the State Legislature each year.

During 1992, the Commission approved interim standards for approving service providers under the Workforce Development Partnership Act. These criteria will be the foundation for establishing standards and procedures for evaluating service providers and employment and training services funded pursuant to the Workforce Development Partnership Act and the Job Training Partnership Act.

Proprietary School Legislation

During 1992, the Commission worked closely with the Administration, the Office of Legislative Services and the Department of Education to initiate legislation to consolidate oversight and administration of private proprietary schools in New Jersey and to create a Private Vocational School Student Protection Fund to provide for a system of equitable refunds in the event of the closure of a qualifying school.

The proposed legislation has been introduced in both houses of the Legislature and is currently in committee for discussion and anticipated action in early 1993.

Community Service

The SETC worked collaboratively with the executive branch of government to obtain funding for community service programs through a competitive grant process under the National Community Service Act. This effort proved fruitful as New Jersey was notified in June of 1992 that it was awarded $1,843,302 -- one of only two states to receive funding in all four categories of the grant. To support this community service effort, the Governor created the Governor's Advisory Council on Volunteerism and Community Service. The Governor appointed SETC Chairman Heldrich to this Council.

Next Steps

Local Decision Making

The Commission will present final recommendations for the creation of Workforce Investment Boards to Governor Florio. The purpose of these boards is to plan and evaluate all elements of the workforce readiness system at the county or multi-county level. The SETC will work with the Executive and Legislative branches of government to foster the implementation of prototype WIBs.

State Level Planning

The Commission will recommend the formalization of the Executive Branch Work Group (EBWG) into an interagency workforce planning entity. The EBWG will consist of cabinet designees who will be responsible for insuring the implementation of the *Unified State Plan for the Workforce Readiness System* at the State level and to be the primary point of connection between State government and Workforce Investment Boards.

Youth Apprenticeship

The Commission will continue to work with the Executive and Legislative branches of government to establish a classroom and work-based school-to-work transition that insures occupational competencies and career paths for new entrants to the workforce.

Workforce Development Partnership

The SETC will present its first annual evaluation of this initiative to Governor Florio and the Legislature.

Access

The SETC will continue to analyze the workforce readiness system and recommend how to make it fairer and easier for all New Jerseyans to benefit from its services. Policy recommendations from the Work Group on Persons

with Disabilities will be presented to the Governor by June of 1993.

The Task Force on Gender Equity will hold public hearings and develop policy recommendations during 1993. It is anticipated that a full report on the problems facing women in the labor force and detailed policy prescriptions for assuring equity of access to the employment, training and education system will be completed in early 1994.

The Commission will also undertake a review of the workforce readiness services required by older workers in New Jersey. Beginning in 1993, the SETC will establish a task force to develop recommendations to address the specific employment, training and education needs of older workers.

Public Awareness

The SETC will conduct a campaign to increase the understanding and importance of the workforce readiness system to the economy of New Jersey. The three segments of the population that this effort will target are: practitioners within the system, employers and youth. Activities will include formal training for practitioners, outreach to employers and their associations, and a youth conference to highlight the importance of school-to work-transition initiatives.

SETC 1992 Chronology

January 8
Focus Group at Rutgers University to discuss expansion of business participation in Private Industry Councils (PICs) and workforce readiness system.

January 14
Focus Group at Mercer County College to discuss business participation in PICs and workforce readiness system.

January 15
Occupational Education Task Force meets to review Unified State Plan and a Credentialling System.

January 17
Focus Group at Glassboro State College to discuss business participation in PICs and workforce readiness system.

January 24
Planning Committee meets to review and approve the Governor's Coordination and Special Services Plan.

January 30
Full Commission meets; the SETC approves recommendations for the Governor's Coordination and Special Services Plan required under the Job Training Partnership Act.

February 18
Forum at Bergen Community College, co-sponsored with N. J. Association of Counties (NJAC), to discuss regionalization of workforce readiness system decision making.

February 19
Forum at Burlington County College, co-sponsored with NJAC, to discuss regionalization of workforce readiness system decision making.

March 6
State Council on Vocational Education (SCOVE) and the Occupational Education Task Force meet to discuss occupational education in New Jersey.

March 17
Forum at Middlesex County College, co-sponsored with NJAC, to discuss regionalization of workforce readiness system decision making.

March 18
Full Commission meets; Governor Florio accepts the SETC's *A Unified State Plan for New Jersey's Workforce Readiness System.*

March 25
SCOVE holds a public meeting to discuss the status of occupational education in New Jersey.

April 14
SETC Institute for Staff Development sponsors a presentation from the German Marshall Fund of the United States on European Workforce Development Systems.

May 4
SETC Planning Committee meets to develop strategies for State Department implementation of *A Unified State Plan for New Jersey's Workforce Readiness System.*

May 5
SCOVE begins to design a system for review and analysis of Carl D. Perkins Act programs; the Occupational Education Task Force meets.

May 14
Full Commission meets; SETC At-Risk Youth Task Force presents preliminary recommendations; status report provided on proposed "Workforce Development Legislation"; staff presents a status report on development of **Future Work: A Guide to Occupational Education and Job Training Programs in New Jersey.**

May 18
Legislation introduced (A-1466 & S-846) for the Consolidation of Administration and Oversight of Private Proprietary Schools; legislation establishes private vocational student tuition protection fund.

May 27
SETC Work Group on Persons with Disabilities meets for the first time.

May 29
SETC provides testimony at Legislative hearing in support of the proposed Workforce Development Partnership Act.

June 1
Planning begins for Governor Florio's statewide Business Conference.

June 8
SETC Workforce Investment Board Task Force meets for the first time.

June 17
SCOVE and Occupational Education Task Force meet jointly to discuss the proposed Workforce Development Partnership Act and **Worklink**

June 30
SETC Institute for Staff Development co-sponsors with the Jersey City Urban League and the U. S. Department of Labor a seminar on "The American Workforce: A Vision for the Future"

July 7

Governor Florio signs the Workforce Development Partnership Act; SETC mandated by legislation to develop and implement an evaluation system and report annually to the Governor and the Legislature.

July 9

SETC facilitates first meeting to establish the New Jersey Business Resource Network.

July 15

SETC begins planning for development of an Evaluation System for the Workforce Development Partnership Act by establishing an Ad-Hoc Committee of the Occupational Education Task Force to approve a process for soliciting evaluation proposals and selection of a contractor.

September 10

The State Council on Vocational Education and the Occupational Education Task Force meet and endorse the SETC At-Risk Youth Task Force Recommendations and the Workforce Development Partnership Act Evaluation Request for Proposals design.

September 16

Full Commission meets; At-Risk Youth Task Force presents final recommendations to the Commission; the Workforce Investment Board Task Force presents a status report on their work; the first edition of **Future Work: A Guide to Occupational Education and Job Training Programs in New Jersey** is presented to Commission; members accept the recommendation of the Occupational Education Task Force on the process for evaluating the Workforce Development Partnership Program.

September 25

Distribution of **Future Work: A Guide to Occupational Education and Job Training Programs in New Jersey** to schools, colleges, community-based organizations, local and state government agencies, libraries, legislative offices and consumers.

October 1

SETC Workforce Development Partnership Act Evaluation Ad-Hoc Committee meets to develop the Request for Proposal.

October 8

SCOVE presents to the State Board of Education nine new directions for occupational education in New Jersey.

October 9

Planning Committee meets to review the work of the Workforce Investment Board Task Force and the framework for evaluating the Workforce Development Partnership Program.

October 13
SETC Institute for Staff Development presents a Strategic Planning training program to Ocean County Employment & Training Practitioners.

October 16
SETC Institute for Staff Development presents a Strategic Planning training program to Ocean County PIC members.

October 20
SETC Institute for Staff Development presents a Strategic Planning training program to Morris, Sussex and Warren County Employment & Training Practitioners.

October 21
"Governor's Symposium on Workforce 2000: A Public/Private Partnership" takes place in New Brunswick; the Business Resource Network members introduce their services to the private sector attending the conference.

October 23
SETC Institute for Staff Development presents a Strategic Planning training program to the Morris, Sussex, and Warren PIC members.

October 26
SETC testifies before the Assembly Policy and Rules Committee on Manufacturing emphasizing the importance of the workforce readiness system to the nurturing of high performance manufacturing in New Jersey.

November 5
SCOVE and the Occupational Education Task Force meet to review the proposed establishment of the "Interim Criteria and Procedures for Approving Institutions Providing Training Services" under the Workforce Development Partnership Act.

November 9
SETC Institute for Staff Development presents a Strategic Planning training program to Monmouth County Employment & Training Practitioners.

November 10
Workforce Investment Board Task Force distributes for public comment its **White Paper on Substate Strategic Planning and Decision-Making for the Workforce Readiness System.**

November 12
The full Commission meets; Commissioner Ellis presents the Annual Review of Vocational Education Activity; N. J. Department of Labor staff present the Annual Review of Job Training Partnership Act Activity; Work Group on Persons with Disabilities presents a status report; SETC approves the interim criteria and procedures for approval of training institutions under the Workforce Development Partnership Act.

November 12
Evaluation Ad-Hoc Committee finalizes the Request for Proposal for the assessment of the Workforce Development Partnership Program.

November 13
SETC Institute for Staff Development presents a Strategic Planning training program to the Monmouth County PIC members.

November 16
SETC testifies in support of Private Proprietary School Legislation (S-846) before the Senate Education Committee.

November 18
SETC Institute for Staff Development presents a Strategic Planning training program to the Camden County PIC members.

November 19
SETC Institute for Staff Development presents a Strategic Planning training program to Camden County Employment & Training Practitioners.

December 2
SETC Institute for Staff Development presents a seminar for employment, training and education professionals on "Building Employment Competencies in the Workplace."

December 3
Public Hearing in Morris County to discuss the SETC Workforce Investment Board Task Force **White Paper on Substate Strategic Planning and Decision-Making for the Workforce Readiness System.**

December 9
Public Hearing in Burlington County to discuss the SETC Workforce Investment Board Task Force **White Paper on Substate Strategic Planning and Decision-Making for the Workforce Readiness System.**

December 23
SETC issues Request for Proposal for the evaluation of the Workforce Development Partnership Program.

Significant Contributors

The Commission's success was made possible in large part by the contributions of many individuals including but not limited to the following:

Johnson & Johnson
Andy Baglivo, Jean Szymborski

Office of the Governor
William Agee, David Applebaum, Thomas Corcoran, Perrian Ignas, Amy Jacob, Amy Mansue, Marissa Quinn, Vivian Price, Judy Savage, Roslyn Sherman, Sheila Toles

Department of Commerce & Economic Development
Jim Albers, Bette Benedict, Morton Zied

Department of Community Affairs
Melvin Primas (former Commissioner), Roberta Francis, Karen Holmes, Lois Hull, Alice Obelleiro, Bonnie Watson

Department of Education
John Ellis (former Commissioner), Cynthia Bowman, Maryanne Grumelli-Boychuk, Leon Colavita, Ann DeAngelo, Ted Eiferman, Ann Freeman, Maurice James, Lynn Keepers, Patricia Mitchell, Martha Pocsi, Bill Smith, Elaine Turk, Harry Van Houten

Department of Higher Education
Marguerite Beardsley, Philip Beardsley, Martin Friedman, Barbara Wagner

Department of Human Services
Alan Gibbs (former Commissioner), John Bonanni, Deborah Rago, Ed Tetelman, Joseph Tomasko

Department of Labor
Rasheed Abdul-Hammid, Phil Alu, Dan Antonellis, Jim Bederka, Sharon Caldwell, Cindy Chizmadia, David Crane, Chuck Davis, Tom D'Elia, Barbara Derwart, Lois DiLullo, Patsy Fox, Janis Geary, Shirley Goetz, Robert Guadagnino, Hector Iglasias, Connie Hughes, Paul Kaleda, Daniel Lewis, Howard Luckett, Greg McCarthy, Vincent Milo, Paul Nemeth, David Novak, Arthur O'Neal (retired), Brian Peters, Ron Pugh, Larry Purdy, Oliver Quinn, Steve Reenstra, Larry Seidel, Sandra Sentner, Vivien Shapiro, Paul Suda, Pete Taft, Shirley Taylor, Joseph Vitale, James Ware, William Weightman, J. Robert White, Jennifer Zola

Other Significant Contributors

Yolanda Aguillar de Neely, *FAP Program;* **Donald Anderson,** *Rowan State College;* **Piaget Berger,** *AT & T;* **Raymond Bielicki,** *Salem County Vocational/ Technical School;* **Pat Brannigan,** *NJIT;* **Elaine Davis,** *OTIS;* **Joan Buttram,** *Research for Better Schools;* **Kris Dixon,** *Burlington County College;*

Robert Donnelly, *Hoegananaes Corporation*; **Graeme Dorras**, *Computer Learning Center*; **Bob Estok**, *Perth Amboy Public Schools*; **Francine Farber**, *Bergen County Special Services*; **Meredith Flynn**, *Gloucester County Technical School*; **Ray Ford**, *Kean College*; **Lisa Harris**, *Office of Senator Bill Bradley*; **Richard Hoffman**, *Mobil Research & Development*; **Tom Hudak**, *Morris Hills School District*; **Eugene Jones**, *Burlington County College*; **Mike Kegan**, *Gloucester County Technical School*; **Judy Kesin**, *New Brunswick Adult Learning Center*; **Jean Koszulinski**, *Division of E & T*; **Diane Koye**, *Office of Management and Budget*; **Lewis Lamberson**, *Sussex County College*; **Joseph Laufer**, *Burlington County College*; **Charles Lee**, *Salem County Vocational/Technical School*; **Bill Lewis**, *New Jersey Education Association*; **Camille Mahon**, *Middlesex County College*; **Thomas Marchesello**, *Sussex County Vocational/Technical School*; **Mark Mulhall**, *Chubb Institute*; **Carol Novrit**, *Morris/Sussex/Warren PIC*; **Paul Osterman**, *Massachusetts Institute of Technology*; **Norm Provost**, *Hackettstown Public School*; **Robert Prunetti**, *Mercer County Executive*; **Roberta Rossi**, *Community Business Services*; **Walter Rudder**, *Burlington County Vocational/Technical School*; **Fran Sabatino**, *Exxon Chemical Corporation*; **Robert Scott**, *Ramapo College*; **Barry Semple**, *New Jersey Association of Lifelong Learning*; **Tapas Sen**, *AT & T*; **Cynthia Smillie**, *USDOL E & T Administration*; **Linda Spalinski**, *New Jersey Association of Counties*; **Barbara Steele**, *Ocean County Office of Constitutent Services*; **Joe Steiner**, *Union County Suburban Chambers of Commerce*; **Gregory Sytch**, *GTI Welding*; **Kabili Tayari**, *Newark Mayor's Office of E & T*; **Pat Thoms-Capello**, *Morris County Community College*; **Joseph Tomasko**, *Commission for the Blind*; **Linda Tondow**, *New Jersey Hospital Association*; **Richard Van Gulick**, *Salem County Vocational/Technical School*; **Maureen Walliser**, *Occupational Center of Hudson County*; **Herbert Watson**, *Hudson County Economic Development*; **Frances Williams**, *Brookdale College*; **Bill Wood**, *Monmouth County JTPA Office*; **Bob Wurtzer**, *Ocean County Vocational/Technical School*

Occupational Education Task Force

David L. Crawford, *Chair*

Stephen Adubato, Sr., *North Ward Cultural and Educational Center*; **Robert Bildner**, *RLB Food Distributors*; **Robert Bocchino**, *DeVry Institute*; **Nicholas Burkholder**, *Johnson & Johnson*; **Flora Edwards**, *Middlesex County College*; **John Grieco**, *Bergen County Vocational/Technical School*; **Walter Howard**, *NJ Association of Rehabilitation Facilities*; **Lydia Valencia**, *Puerto Rican Congress of New Jersey*; **Virginia Woodward**, *United Paperworkers International Union*

At-Risk Youth Task Force

Kathy Spivey, *Chair*

Dana W. Berry, *Union City Day Care*; **Alfred Cade**, *Caesars Atlantic City*; **Howard Cooper**, *Greater Raritan Private Industry Council*; **Paulette Hines**, *Community Mental Health Center*; **Albert Kelly**, *Test City Child Care Center*; **Rev. Msgr. William Linder**, *New Community Corporation*; **William McCoy**, *McDonald's*; **Loretta Onyeani**, *East Orange Public Schools*; **Carrie Robinson**, *Catalyst*; **Rosalind Seneca**, *Drew University*; **Neal Sternberg**, *Burlington County Vocational/Technical High School*; **Rev. John T. Teabout**, *Good Neighbor Baptist Church*; **Lydia Valencia**, *Puerto Rican Congress of New Jersey*

Work Group On Persons With Disabilities

Rita Mason, *Chair*

Cindi Bowman, *Department of Education*; **Jamie Casabianca-Hilton**, *Commission for the Blind*; **Ethan Ellis**, *Developmental Disabilities Council*; **Steven Fishbein**, *Department of Human Services*; **Walter Howard**, *NJ Association of Rehabilitation Facilities*; **Thomas Jennings**, *Department of Labor*; **Michael Laracy**, *Department of Human Services*; **Howard Luckett**, *Department of Labor*; **Thomas Major**, *Department of Human Services*; **Amy Mansue**, *Governor's Office*; **Rebecca McDonald**, *University of Affiliated Programs, UMDNJ*; **Bart Minsky**, *St. Francis Medical Center*; **Ellen Nalven**, *NJ Association for Persons in Supported Employment*; **Jeffrey Osowski**, *Department of Education*; **Jean Pillet**, *Wakefern/Shop Rite Supermarket Careers Program*; **Cheryl Pinderhughes**, *Down Syndrome Congress*; **Jacqueline Rotteveel**, *The Club/UMDNJ*; **Lydia Valencia**, *Puerto Rican Congress of New Jersey*; **Maureen Walliser**, *Occupational Center of Hudson County*

Workforce Investment Board Task Force

Nicholas DiMinni, *Chair*

Homer Bruno, *Department of Labor (retired)*; **Peter F. Burnham**, *Brookdale Community College*; **Nicholas Burkholder**, *Johnson & Johnson*; **Carole Czar**, *NJ Blue Cross & Blue Shield*; **Redenia Gilliam-Mosee**, *Bally's Park Place Atlantic City*; **Steven E. Goldin**, *Institute of Advanced Study Program*; **John Grieco**, *Bergen County Vocational/Technical School*; **Mary Jean Guidette**, *Middlesex County Schools*; **Steven Kukan**, *Public Service Electric & Gas*; **Frank H. Lehr**, *Union County Private Industry Council*; **Robert Messina, Jr.**, *Burlington County College*; **Victor Morella**, *Gloucester Vocational/Technical School*; **Carol Murphy**, *Morris County*; **Christopher Pratt**, *Seton Hall University*; **Henry Ross**, *Kean College*; **Terry Singer**, *National Alliance of Business*

State Council On Vocational Education

David L. Crawford, *Chair*

Walter Howard, *Treasurer*

William H. Adams, *Salem County Vocational Technical School*; **Robert Bildner**, *RLB Foods*; **Flora Edwards**, *Middlesex County College*; **John Grieco**, *Bergen County Vocational Technical School*; **R. Sanders Haldeman**, *Camden County Vocational Technical School*; **Harriet A. Kass**, *AT & T*; **Edward Pulver**, *NJ AFL/CIO Seafarers International Union*; **Yvonne Rappaport**, *Essex County Department of Citizen Services*; **P. J. Santangelo**, *Lincoln Technical Institute*; **Kathy Spivey**, *Spivey Enterprises*

Executive Committee

John Heldrich, *Chair*

Raymond L. Brammer, *Department of Labor* David E. Crawford, *Exxon Corporation*
Mary Lee Fitzgerald, *Department of Education* Edward D. Goldberg, *Department of Higher Education* Rita Mason, *American Federation of Government Employees* Barbara McConnell, *Department of Commerce and Economic Development* Donald L. Redlinger, *Ford Motor Co.*

Planning Committee

David Ford, *Chair*

Dana W. Berry, *Council on Economic Growth* Eugene Dales, *Department of Labor* Nicholas DiMinno, *Private Industry Council of Passaic County* Richard Fritzky, *New Jersey Chamber of Commerce* George Honeyford, *Department of Agriculture* Richard Kunnes, *Legal Services* Rev. Msgr. William Linder, *New Community Corporation* Kathy Spiver, *New Community Corporation* Robert Watkoskey, *Oil Chemical & Atomic Workers*

Executive Branch Work Group

Carl Van Horn, *Chair*

Gregory Adkins, *Department of Community Affairs* Kwaku Armah, *Department of Human Services* Kenneth Daly, *Department of Health* William H. Foster, *Department of Labor* Thomas V. Henry, *Department of Education* Michael Laracy, *Department of Human Services* Richard Porth, *Department of Community Affairs* Joseph McNamara, *Department of Corporations, Business and Economic Development* Louise Stanton, *Department of Commerce and Economic Development*

Commission Staff

William V. Deacy, *Executive Director*

Patricia Cooper, Roger Dunn, Elizabeth Garlatti, Frances Griffith, Suzanne Gubert, Karen Holmes, Nancy Kopp, Henry Plotkin, Diane Springsteen, Richard Thorn, Ann Watkins

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